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Requisitions User Guide

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Chapter 1

Overview of Requisitions

The Lawson® Requisitions application lets you create requests with demand on stock and demand on vendors, replenish cart par locations, and process and manage requisitions.

This chapter provides a high-level overview of the Requisitions application, including information on the application's major processes and integration with other Lawson and non-Lawson products.

The Requisitions Process

The Requisitions application can be broken down into four main processes: setup, creating requisitions, replenishing cart par locations, and processing requisitions. This section provides an overview of these processes.

Requisitions Setup

When setting up the Requisitions application, you must consider the requesting needs for your central reporting structure. Specifically, you must determine the number of requesters, requesting locations, and the approval levels needed.

Creating Requisitions

When you create a requisition, you request items from inventory or from vendors. The Requisitions application provides different methods for creating requisitions that allow you to customize the requesting process to suit your business needs.

Replenishing Cart Par Locations

A cart par location represents a supply location, such as a supply cupboard, that stores established quantities of supplies. The Requisitions application allows you to set up and replenish cart par locations manually, or by using handheld terminals.

Processing Requisitions

The approval process places monetary limits on the amount a requester can request. The Requisitions application provides options for an approver to authorize, reject, or unrelease a requisition.

Requisitions that are released create demand on stock or demand on vendors. Demand on stock is processed in the Warehouse application, which